

November 19, 2012

Shawn Musgrave  
MuckRock News  
PO Box 55819  
Boston, MA 02205-5819  
[requests@muckrock.com](mailto:requests@muckrock.com)

RE: Open Records Request

Dear Mr. Musgrave:

This letter is to acknowledge receipt of your open records request to Kansas State University, which I received on November 14, 2012. To the extent such records exist, we anticipate the records you requested will take approximately forty hours of time to retrieve, copy, proof and assemble for release. We estimate it will consist of approximately 500 copies. Due to the amount of time this request may take to fulfill, and the fact that the university is at the end of the fall semester, we anticipate that this search could take up to eight weeks to compile.

If you would like the University to compile your request, the University estimates it will require forty hours of search expense at \$25.00 per hour and 500 copies charged at \$.25 per copy. Thus, if you wish for us to compile these records, please remit a check made out to the Kansas State University General Fund in the amount of \$1,125.00, attention to myself at the address below. You only will pay the actual amount of expenses, whether that number is more or less than the estimate. You will receive a refund if the actual cost is less than the estimate. You will be required to pay the difference before receiving the records if the actual cost exceeds the estimate.

If you have any questions or concerns, please call or send an email to me.

Best regards,

Judith M. Park  
Official University Records Custodian  
Kansas State University  
128 Dole Hall  
Manhattan, KS 66506-0124  
Voice: (785) 532-2535  
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